

Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on **Monday, October 2, 2023 at 5:00pm** in the Library.

AGENDA

- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence

- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report

- IX. Director's Report

- X. Committee Reports

- XI. Old Business

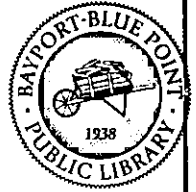
- XII. New Business

- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting Wednesday, November 8, 2023 7:00 PM

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

8/31/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 5:03 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Kennedy-Smith, Trustee McAward, Trustee Adams, Director Mike Firestone and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to accept the minutes of the July 25, 2023 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated July 2023; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 8/31/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the listed prepays, as presented, that were paid since last board meeting dated July 26, 2023 through August 30, 2023. (Checks between meetings); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the Payroll Reports dated 8/3, 8/17 and 8/31/2023; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve prepays to Diane Aronsen for \$180.00 for adult programming and the BBP Foundation for \$100 for a tee sign; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the CS-150 reports dated 8/10/2023 and 8/15/2023, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to enter executive session at 5:44 p.m. to discuss personnel issues and contracts; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to exit executive session at 6:00p.m.; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the amended IMA agreement between the BBPUFSD and the BBP Library; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, to adjourn the meeting at 6:06 p.m.; approved by all.

Respectfully submitted,
Michael Firestone

**BAYPORT-BLUE POINT PUBLIC LIBRARY
186 MIDDLE ROAD
BLUE POINT, N.Y. 11715 - 1932
(631)363-6133**

BANK RECONCILIATION FOR AUGUST 2023

M & T BANK CHECKING GENERAL ACCOUNT

August 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$97,835.58
	RECEIPTS:	
	TAX REVENUE	215,685.91
	INSURANCE REFUND	5,074.70
	LLSA 90% 2023	3,698.00
	ADULT PROGRAMS	2,348.43
	JUVENILE PROGRAMS	2,083.00
	PASSPORT FEES	1,330.00
	FRIENDS PASS THROUGH	959.53
	YOUNG ADULT PROGRAMS	828.30
	COPIER	597.41
	FRIENDS/DONATIONS	415.00
	BANK ADJUSTMENT REVERSE CHECK	210.00
	FINES	117.00
	SALE OF USED BOOKS	110.80
	CUSTODIAL FEE ROOM USE	35.00
	FAX	15.00
	INTEREST	13.37
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(127.04)
		233,394.41
	TOTAL(Book Balance + Receipts)	331,229.99
	LESS: AUGUST DISBURSEMENTS	270,211.18
August 31, 2023	BALANCE PER LIBRARY BOOKS:	\$61,018.81
August 31, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$134,069.89
	AUGUST FINES DEPOSITED IN SEPTEMBER	0.00
		0.00
	TOTAL(Bank Bal + O/S deposits)	134,069.89
	LESS: AUGUST OUTSTANDING CHECKS	73,051.08
August 31, 2023	BALANCE PER BANK:	\$61,018.81

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75370	10/02/2023	A TIME FOR KIDS		
	10/02/2023	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				310.00
75371	10/02/2023	AESTHETIC REALISM FOUNDATION		
	10/02/2023	AESTHETIC REALISM FOUNDATION	ADULT PROGRAM	100.00
TOTAL				100.00
75372	10/02/2023	AMAZON CAPITAL SERVICES		
	10/02/2023	AMAZON CAPITAL SERVICES	YAMAKER PROGRAM	470.52
		AMAZON CAPITAL SERVICES	OFFICE SUPPLY	58.67
		AMAZON CAPITAL SERVICES	ADULT BOOKS	357.62
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	167.67
TOTAL				1,054.48
75373	10/02/2023	AMERICAN EXPRESS		
	10/02/2023	AMERICAN EXPRESS	REF/ONLINE	90.03
		AMERICAN EXPRESS	FURN AND EQUIP	381.93
		AMERICAN EXPRESS	YA PROGRAM	512.57
		AMERICAN EXPRESS	OTHER PROF FEES	971.78
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	SOFTWARE	2,918.99
		AMERICAN EXPRESS	ADULT PROGRAM	275.00
		AMERICAN EXPRESS	JUV PROGRAM	499.90
		AMERICAN EXPRESS	PERIODICALS	435.08
		AMERICAN EXPRESS	YA BOOKS	20.13
TOTAL				6,227.12
75374	10/02/2023	ANNA DAVIS		
	10/02/2023	ANNA DAVIS	MED PART B REIMBURSEMENT	1,582.50
TOTAL				1,582.50
75375	10/02/2023	ANNE SOPER		
	10/02/2023	ANNE SOPER	JUV PROGRAM	50.00
TOTAL				50.00
75376	10/02/2023	BAKER & TAYLOR BOOKS		

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Num	Date	Source Name	Memo	Paid Amount
	10/02/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	2,150.79
		BAKER & TAYLOR BOOKS	YA BOOKS	168.01
		BAKER & TAYLOR BOOKS	A BOOKS	2,510.71
TOTAL				4,829.51
75377	10/02/2023	BARBARA WILKENS		
	10/02/2023	BARBARA WILKENS	MED PART B REIMBURSEMENT	989.40
TOTAL				989.40
75378	10/02/2023	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	10/02/2023	BAYPORT-BLUE POINT UNION FREE SCHO	SHARED SECURITY	20,000.00
TOTAL				20,000.00
75379	10/02/2023	BILBLIOTHECA, LLC		
	10/02/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	112.75
TOTAL				112.75
75380	10/02/2023	BRINKMAN HARDWARE		
	10/02/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	55.09
TOTAL				55.09
75381	10/02/2023	BRODART CO.		
	10/02/2023	BRODART CO.	REFERENCE	289.16
TOTAL				289.16
75382	10/02/2023	CCP SOLUTIONS, LLC		
	10/02/2023	CCP SOLUTIONS, LLC	BOOK SCANNER	680.00
	10/02/2023	CCP SOLUTIONS, LLC	COPIERS	680.00
TOTAL				1,360.00
75383	10/02/2023	COMMUNICO		
	10/02/2023	COMMUNICO	SOFTWARE	10,000.00
TOTAL				10,000.00
75384	10/02/2023	DANIEL BENNETT		
	10/02/2023	DANIEL BENNETT	MUSIC PROGRAM	600.00
TOTAL				600.00

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Num	Date	Source Name	Memo	Paid Amount
75385	10/02/2023	DEBORAH AHEARN		
TOTAL	10/02/2023	DEBORAH AHEARN	MED APRT B REIMBURSEMENT	<u>494.70</u>
TOTAL				494.70
75386	10/02/2023	DENISE MARIE SANDS GUARINO		
TOTAL	10/02/2023	DENISE MARIE SANDS GUARINO	MUSIC PROGRAM	<u>400.00</u>
TOTAL				400.00
75387	10/02/2023	DIANE ARONSEN		
TOTAL	10/02/2023	DIANE ARONSEN	ADULT PROGRAM	<u>420.00</u>
TOTAL				420.00
75388	10/02/2023	DONNA GARONE		
TOTAL	10/02/2023	DONNA GARONE	ADULT PROGRAM	<u>200.00</u>
TOTAL				200.00
75389	10/02/2023	DONNA NESTERUK		
TOTAL	10/02/2023	DONNA NESTERUK	ADULT PROGRAM	<u>250.00</u>
TOTAL				250.00
75390	10/02/2023	ELIZABETH JIN		
TOTAL	10/02/2023	ELIZABETH JIN	ADULT PROGRAM	<u>120.00</u>
TOTAL				120.00
75391	10/02/2023	EMERALD ISLAND		
TOTAL	10/02/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	<u>431.10</u>
TOTAL				431.10
75392	10/02/2023	EMMA LODATO-e		
TOTAL	10/02/2023	EMMA LODATO-e	JUV PROGRAM	<u>41.03</u>
TOTAL				41.03
75393	10/02/2023	FIREMATIC SUPPLY CO, INC.		
TOTAL	10/02/2023	FIREMATIC SUPPLY CO, INC.	INSPECTION	<u>144.00</u>
TOTAL				144.00

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75394	10/02/2023	FIRST-CITIZENS BANK & TRUSTCO.		
	10/02/2023	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				274.89
75395	10/02/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	10/02/2023	FRIENDS OF THE BAYPORT-BLUE POINT PL PASS THROUGH ACCOUNT		10.00
TOTAL				10.00
75396	10/02/2023	GABRIELLA GRAMA		
	10/02/2023	GABRIELLA GRAMA	ADULT PROGRAM	1,006.00
TOTAL				1,006.00
75397	10/02/2023	GAIL SISLBE		
	10/02/2023	GAIL SISLBE	MED PART B REIMBURSEMENT	989.40
TOTAL				989.40
75398	10/02/2023	GENA MIZZI		
	10/02/2023	GENA MIZZI	JUV PROGRAM	16.31
TOTAL				16.31
75399	10/02/2023	GILLIAN JANSEN		
	10/02/2023	GILLIAN JANSEN	ISSUE NET CHECK TO REPLACE LC	74.14
TOTAL				74.14
75400	10/02/2023	GREAT SOUTH BAY LANDSCAPING		
	10/02/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	7,010.00
	10/02/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,700.00
TOTAL				10,710.00
75401	10/02/2023	HARTCORN PLUMBING AND HEATING		
	10/02/2023	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLER REPAIR	1,520.00
TOTAL				1,520.00
75402	10/02/2023	ID LABEL INC.		
	10/02/2023	ID LABEL INC.	OFFICE SUPPLIES	173.00

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Num	Date	Source Name	Memo	Paid Amount
TOTAL				173.00
75403	10/02/2023	ISLIP PUBLIC LIBRARY		
	10/02/2023	ISLIP PUBLIC LIBRARY	REFUND ADULT BOOKS	19.98
TOTAL				19.98
75404	10/02/2023	JAMES CUMMINGS		
	10/02/2023	JAMES CUMMINGS	ADULT PROGRAM	300.00
TOTAL				300.00
75405	10/02/2023	JANICE NORTH		
	10/02/2023	JANICE NORTH	ED APRT B REIMBURSEMENT	494.70
TOTAL				494.70
75406	10/02/2023	JENNIFER FRASCOGNA		
	10/02/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL				480.00
75407	10/02/2023	JESSICA REILLY		
	10/02/2023	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				210.00
75408	10/02/2023	JOANN POSNANSKI		
	10/02/2023	JOANN POSNANSKI	SSUE NET CHECK TO REPLACE LC	667.86
TOTAL				667.86
75409	10/02/2023	JOCELYN MCINTEE		
	10/02/2023	JOCELYN MCINTEE	MED PART B REIMBURSEMENT	494.70
TOTAL				494.70
75410	10/02/2023	JOHN KOURI		
	10/02/2023	JOHN KOURI	MUSIC FEE	450.00
TOTAL				450.00
75411	10/02/2023	JOHN O'HARE		
	10/02/2023	JOHN O'HARE	MED PART B REIMBURSEMENT	692.40

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TOTAL					692.40
	75412	10/02/2023	JOSEPH NOVAK		
		10/02/2023	JOSEPH NOVAK	ADULT PROGRAM	300.00
TOTAL					<u>300.00</u>
	75413	10/02/2023	JOYCE WALKER		
		10/02/2023	JOYCE WALKER	ADULT PROGRAM	340.00
TOTAL					<u>340.00</u>
	75414	10/02/2023	KANOPY, INC.		
		10/02/2023	KANOPY, INC.	REF/ONLINE SERVICES	99.00
TOTAL					<u>99.00</u>
	75415	10/02/2023	KATHY ROEDER		
		10/02/2023	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL					<u>125.00</u>
	75416	10/02/2023	KELLY SHERIDAN		
		10/02/2023	KELLY SHERIDAN	YA PROGRAM	370.58
			KELLY SHERIDAN	A PROGRAM	18.22
		10/02/2023	KELLY SHERIDAN	REFUND OF OVER CONTRIBUTION	90.86
TOTAL					<u>479.66</u>
	75417	10/02/2023	KEVIN SEAMAN		
		10/02/2023	KEVIN SEAMAN	LEGAL FEES	648.00
TOTAL					<u>648.00</u>
	75418	10/02/2023	KFB ENTERPRISES		
		10/02/2023	KFB ENTERPRISES	ADULT PROGRAM	400.00
TOTAL					<u>400.00</u>
	75419	10/02/2023	KING KULLEN GROCERY CORP, INC.		
		10/02/2023	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	38.82
TOTAL					<u>38.82</u>
	75420	10/02/2023	LAKESHORE		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	10/02/2023	LAKESHORE	JUV PROGRAM	109.97
TOTAL				<u>109.97</u>
75421	10/02/2023	LAURA BARRELLA		
	10/02/2023	LAURA BARRELLA	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
75422	10/02/2023	LAURIE JANOWITZ		
	10/02/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
75423	10/02/2023	LIBRARY IDEAS LLC		
	10/02/2023	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	1.50
		LIBRARY IDEAS LLC	SOFTWARE	450.00
TOTAL				<u>451.50</u>
75424	10/02/2023	LINDA KEYES		
	10/02/2023	LINDA KEYES	ADULT PROGRAM	600.00
TOTAL				<u>600.00</u>
75425	10/02/2023	LINDA MCCROSSON		
	10/02/2023	LINDA MCCROSSON	REFUND OF OVER CONTRIBUTION	60.34
TOTAL				<u>60.34</u>
75426	10/02/2023	LUCINDA LAPPANO		
	10/02/2023	LUCINDA LAPPANO	MED PART B REIMBURSEMENT	989.40
TOTAL				<u>989.40</u>
75427	10/02/2023	LUND VALVE TESTING		
	10/02/2023	LUND VALVE TESTING	VALVE TESTING	49.00
TOTAL				<u>49.00</u>
75428	10/02/2023	MARIO DIDOMENICO		
	10/02/2023	MARIO DIDOMENICO	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>

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Num	Date	Source Name	Memo	Paid Amount
75429	10/02/2023	MARY WAKA		
	10/02/2023	MARY WAKA	ADULT PROGRAM	410.00
TOTAL				410.00
75430	10/02/2023	MCJ CLEANING SERVICES CORP.		
	10/02/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
75431	10/02/2023	MD DESIGN STUDIOS		
	10/02/2023	MD DESIGN STUDIOS	ADULT PROGRAM	540.00
TOTAL				540.00
75432	10/02/2023	MEGHAN VANKURIN		
	10/02/2023	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
75433	10/02/2023	METLIFE		
	10/02/2023	METLIFE	EMPLOYEE PAYMENTS	3,723.32
TOTAL				3,723.32
75434	10/02/2023	MICHAEL GALLAGHER, CPA		
	10/02/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	1,800.00
TOTAL				1,800.00
75435	10/02/2023	MIDWEST TAPE		
	10/02/2023	MIDWEST TAPE	ADULT DVD	1,895.84
		MIDWEST TAPE	ADULT CD	837.94
		MIDWEST TAPE	ADULT BOT	242.90
TOTAL				2,976.68
75436	10/02/2023	MIDWEST TAPE -HOOPLA		
	10/02/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	633.68
TOTAL				633.68
75437	10/02/2023	NATIONAL GRID		
	10/02/2023	NATIONAL GRID	GAS	780.87

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Num	Date	Source Name	Memo	Paid Amount
TOTAL				780.87
75438	10/02/2023	NATIONAL WASTE SERVICES		
	10/02/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	30.00
TOTAL				30.00
75439	10/02/2023	NET2PHONE, INC.		
	10/02/2023	NET2PHONE, INC.	TELEPHONES	217.58
TOTAL				217.58
75440	10/02/2023	OPTIMUM		
	10/02/2023	OPTIMUM	OPTIMUM	591.22
TOTAL				591.22
75441	10/02/2023	PLAYAWAY PRODUCTS		
	10/02/2023	PLAYAWAY PRODUCTS	COMP EQUIP	164.80
TOTAL				164.80
75442	10/02/2023	QUADIENT LEASING		
	10/02/2023	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL				248.55
75443	10/02/2023	ROBERT SCOTT		
	10/02/2023	ROBERT SCOTT	YA PROGRAM	345.00
		ROBERT SCOTT	ADULT PROGRAM	575.00
TOTAL				920.00
75444	10/02/2023	SCLS		
	10/02/2023	SCLS	REF/ONLINE SERVICES	476.00
		SCLS	POSTAGE	19.53
		SCLS	OFFICE SUPPLIES	19.53
		SCLS	JUV PROGRAM	364.50
		SCLS	ADULT PROGRAM	364.50
TOTAL				1,244.06
75445	10/02/2023	SPROUTS AND FRIENDS, INC.		
	10/02/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	625.00

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Num	Date	Source Name	Memo	Paid Amount
TOTAL				625.00
75446	10/02/2023	STERICYCLE, INC.		
	10/02/2023	STERICYCLE, INC.	SHREDDING SERVICES	215.86
TOTAL				215.86
75447	10/02/2023	SUFFOLK COUNTY WATER AUTHORITY		
	10/02/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	394.65
TOTAL				394.65
75448	10/02/2023	SUSAN CHANT		
	10/02/2023	SUSAN CHANT	JUV PROGRAM	116.17
TOTAL				116.17
75449	10/02/2023	T ROWE PRICE		
	10/02/2023	T ROWE PRICE	EMPLOYEE OCNTRIBUTIONS	671.98
	10/02/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	686.58
TOTAL				1,358.56
75450	10/02/2023	THAT PLANETARIUM GUY, LLC		
	10/02/2023	THAT PLANETARIUM GUY, LLC	JUV PROGRAM	375.00
		THAT PLANETARIUM GUY, LLC	YA PROGRAM	187.50
		THAT PLANETARIUM GUY, LLC	ADULT PROGRAM	187.50
TOTAL				750.00
75451	10/02/2023	THE PATCHOGUE ADVANCE		
	10/02/2023	THE PATCHOGUE ADVANCE	LEGAL AD	110.00
TOTAL				110.00
75452	10/02/2023	THERMAL SOLUTIONS		
	10/02/2023	THERMAL SOLUTIONS	HVAC 94 BLUE POINT AVE	960.00
TOTAL				960.00
75453	10/02/2023	ULINE		
	10/02/2023	ULINE	JUV PROGRAM	152.64
TOTAL				152.64

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Num	Date	Source Name	Memo	Paid Amount
75454	10/02/2023	VSC ELECTRIC, INC.		
	10/02/2023	VSC ELECTRIC, INC.	ELECTRIC REPAIRS	750.00
TOTAL				750.00
75455	10/02/2023	W.B.MASON		
	10/02/2023	W.B.MASON	OFFICE SUPPLIES	608.90
TOTAL				608.90
75456	10/02/2023	WELLS FARGO FINANCAIL LEASING		
	10/02/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
75457	10/02/2023	WILLIAM HIRD & CO, INC.		
	10/02/2023	WILLIAM HIRD & CO, INC.	INSPECTION AND TESTING	344.65
TOTAL				344.65
75458	10/02/2023	WILLIAM THEILING		
	10/02/2023	WILLIAM THEILING	ISSUE NET CHECK TO REPLACE L	653.14
TOTAL				653.14
75459	10/02/2023	ANNE SOPER	Void Check 74382	
1316	10/31/2022		Void Check 74382	140.28
TOTAL				140.28
75460	10/02/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	10/02/2023	FRIENDS OF THE BAYPORT-BLUE POINT PL REFUND AUTHOR BOOKS		354.65
TOTAL				354.65
75461	10/02/2023	KELLY SHERIDAN		
	10/02/2023	KELLY SHERIDAN	YA PROGRAM	73.64
TOTAL				73.64
75462	10/02/2023	KELLY STELLING		
	10/02/2023	KELLY STELLING	REFUND PROGRAM	3.00
TOTAL				3.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75463	10/02/2023	NICOLE NERI		
	10/02/2023	NICOLE NERI	REFUND PROGRAM	3.00
TOTAL				<u>3.00</u>
				100,168.81

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

September 1 through October 1, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75363	09/07/2023	AFFLAC NEW YORK		
	09/07/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
75364	09/07/2023	BAYPORT-BLUE POINT FOUNDATION		
	09/07/2023	BAYPORT-BLUE POINT FOUNDATION	TEE SIGN	100.00
TOTAL				100.00
75365	09/07/2023	DIANE ARONSEN		
	09/07/2023	DIANE ARONSEN	ADULT PROGRAM	180.00
TOTAL				180.00
75366	09/07/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	09/07/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	34,598.90
TOTAL				34,598.90
75367	09/07/2023	PSEGLI		
	09/07/2023	PSEGLI	ELECTRIC	1,264.99
TOTAL				1,264.99
75368	09/07/2023	T MOBILE		
	09/07/2023	T MOBILE	HOT SPOTS	777.50
TOTAL				777.50
75369	09/07/2023	PSEGLI		
	09/07/2023	PSEGLI	ELECTRIC	9,243.98
TOTAL				9,243.98
				46,538.57

prepaids

Payroll Liability

Total Cash Required		\$49,540.16
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,390.92
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,728.34
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,099.04
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$321.86
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$49,540.16

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

PAY FREQUENCY: Biweekly

Net Pay				5,390.92	
Checks				5,390.92	
Subtotal Net Pay				5,390.92	
Total Net Pay Liability (Net Cash)				5,390.92	
Taxes		Deposit Responsibility Client		Deposit Responsibility ADP	
	Agency	Rate	EE withheld	ER contrib	EE withheld ER contrib
Federal	Federal Income Tax				4,057.96 4,057.96
	Social Security				2,924.88 2,924.89 5,849.77
	Medicare				684.02 684.04 1,368.06
	Subtotal Federal				7,666.86 3,608.93 11,275.79
State	NY State Income Tax				1,823.25 1,823.25
	Subtotal NY				1,823.25 1,823.25
	Total Taxes				9,490.11 3,608.93 13,099.04
Other Transfers Full Service Direct Deposit (FSDD)				30,728.34	45 Employee Transactions
Pay-by-Pay Insurance				321.86	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,728.34
Total Pay-by-Pay Insurance	\$321.86
Total Taxes	\$13,099.04
Total Amount ADP Debited from your Account(s)	\$44,149.24

Total For 9/14/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,728.34
Total Pay-by-Pay Insurance	\$321.86
Total Taxes	\$13,099.04
Total Amount ADP Debited from your Account(s)	\$44,149.24

Payroll Liability

Total Cash Required		\$51,039.28
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,127.26
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,089.98
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,494.82
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$327.22
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,039.28

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

PAY FREQUENCY: Biweekly

Net Pay

Checks	6,127.26	
Subtotal Net Pay		6,127.26
Total Net Pay Liability (Net Cash)		6,127.26

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,162.49		4,162.49
	Social Security				3,013.10	3,013.20	6,026.30
	Medicare				704.68	704.71	1,409.39
	Subtotal Federal				7,880.27	3,717.91	11,598.18
State	NY State Income Tax				1,896.64		
	Subtotal NY				1,896.64		1,896.64
	Total Taxes				9,776.91	3,717.91	13,494.82

Other Transfers	Full Service Direct Deposit (FSDD)	31,089.98	44 Employee Transactions
	Pay-by-Pay Insurance	327.22	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,089.98
Total Pay-by-Pay Insurance	\$327.22
Total Taxes	\$13,494.82
Total Amount ADP Debited from your Account(s)	\$44,912.02

Total For 9/28/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,089.98
Total Pay-by-Pay Insurance	\$327.22
Total Taxes	\$13,494.82
Total Amount ADP Debited from your Account(s)	\$44,912.02

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **9-7-23**

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/CI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
RE/APT	Ackerman, Heather		Librry Clerk	\$18.39/hr	max 17 1/2/wk	08/30/23	22-01853 24-1162-96
A	Ackerman, Heather		Library Clerk	\$18.39/hr	20 hours/week	09/17/23	22-01853 24-1162-96

DID YOU:

1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
2. Request and canvass an eligible list for all competitive positions?
3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?
4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

The above changes are hereby certified as being in accordance with Civil Service Requirements.

Michael Furt
 Signature of Appointing Authority

APPROVED DISAPPROVED
 APPROVED AS NOTED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

9-11-23

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/CI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
TRS	Boeckel, Jamie		Page	\$15.30/hr		08/19/23	19-01532 24-1162- 179

DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
 2. Request and canvass an eligible list for all competitive positions?
 3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?
 4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

The above changes are hereby certified as being in accordance with Civil Service Requirements.

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Michael Lint

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

9-12-23

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/CI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
RL	Losardo, Olivia		Page	\$15.30/hr		09/10/23	19-01532
APT	Losardo, Olivia		Library Clerk	\$17.00/hr	Max 17 1/2/week	09/10/23	24-1102-174 22-01853 24-1102-80

- DID YOU:**
1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
 2. Request and canvass an eligible list for all competitive positions?
 3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?
 4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

- APPROVED DISAPPROVED
 APPROVED AS NOTED

The above changes are hereby certified as being in accordance with Civil Service Requirements.

Meredith L. [Signature]

Signature of Appointing Authority